



# Next-to-New Committee 2003-2004

## Committee Requirements, Policies & Procedures

The following is a list of requirements be fulfilled by all members of the Next-to-New Committee in order to remain in good standing with the League. The League year is June 1, 2003 – May 31, 2004

### Committee Requirements

1. Complete two 3-hour shifts per month. One shift = 3 hours.

This is a 6-hour time commitment per month. You can break the 6 hours up in any way you want, two 3 hour shifts, three 2 hour blocks or two back-to-back 3 hour shifts (6 hours total). One weekend shift must be performed each month. Committee members are eligible for double credit days.

Committee members must work a minimum of 72 hours in the NTN over the League year. Work done on NTN sub-committees may be counted in lieu of one shift per month, but you must keep track of this on the NTN Committee Requirements Worksheet [see pg.3]. Writing the committee meeting minutes or taking care of hospitality for a committee meeting count as 3 hours of shift credit.

2. Attend 7 NTN Committee meetings. Missed Committee Meetings may be made up by completing an extra NTN 3-hour shift.

3. Attend the Holiday Boutique set-up on Sunday, December 7.

4. Attend the Inventory on Sunday, May 30.

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### Committee Policies & Procedures for Completing Shifts

1. Every committee member will receive a roster. In the event that you need to cancel a shift you have signed up for, it is your responsibility to get that shift covered, *no exceptions*. The No-Show fee is \$115.00 and will be invoiced to you by Placement.
2. The NTN Committee is responsible for staffing the shop on Monday evenings (2 volunteers minimum), Saturdays (5 volunteers minimum) and Sundays (4 volunteers minimum) every week. *Committee members are expected to work at least one weekend shift as part of their monthly shift requirement of 6 hours.*

Evening shifts are from 6:00 to 8:00 pm; please arrive a few minutes prior to get instructions from Joan.

Saturday shifts are available between 10:00 am and 5:00 pm.

Sunday shifts are from noon to 4:00 pm.

Weekday shifts are available between 10:00 am and 5:00 pm.

3. Please schedule your shifts ahead of time so we know what coverage is needed, particularly on the weekends. *Just showing up for weekend shifts instead of calling ahead of time will no longer be accepted.* We will sign up for shifts at committee meetings but if you miss a meeting, you will need to call Joan to secure your future shifts.
4. We would like to maintain flexibility, so you may elect to work shifts outside of these policies. However, if the required shifts are not filled, we may need to ask committee members to re-schedule their shifts.



Approved for use through 04/30/2003. OMB 0651-0032  
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# FEE TRANSMITTAL for FY 2003

Effective 01/01/2003. Patent fees are subject to annual revision.

☒ Applicant claims small entity status. See 37 CFR 1.27

TOTAL AMOUNT OF PAYMENT (\$) **571.00**

## Complete if Known

Application Number **09/766,247**  
Filing Date **01/19/2001**  
First Named Inventor **Sandy C. Shaw**  
Examiner Name **Ly, Anh**  
Art Unit **2172**  
Attorney Docket No. **A-69985**

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## METHOD OF PAYMENT (check all that apply)

☐ Check ☒ Credit card ☐ Money Order ☐ Other ☐ None

☐ Deposit Account

Deposit Account Number  
Deposit Account Name

The Director is authorized to: (check all that apply)

☐ Charge fee(s) indicated below ☐ Credit any overpayments  
☐ Charge any additional fee(s) during the pendency of this application  
☐ Charge fee(s) indicated below, except for the filing fee to the above-identified deposit account.

## FEE CALCULATION

### 1. BASIC FILING FEE

Large Entity Fee Code (\$)	Small Entity Fee Code (\$)	Fee Description	Fee Paid
1001 750	2001 375	Utility filing fee	
1002 330	2002 165	Design filing fee	
1003 520	2003 260	Plant filing fee	
1004 750	2004 375	Reissue filing fee	
1005 180	2005 80	Provisional filing fee	

SUBTOTAL (1) (\$) **366.00**

### 2. EXTRA CLAIM FEES FOR UTILITY AND REISSUE

Total Claims	Extra Claims	Fee from below	Fee Paid
66	30	36	324.00
4	3	1	42.00

Large Entity Fee Code (\$)	Small Entity Fee Code (\$)	Fee Description
1202 18	2202 9	Claims in excess of 20
1201 84	2201 42	Independent claims in excess of 3
1203 280	2203 140	Multiple dependent claim, if not paid
1204 84	2204 42	** Reissue independent claims over original patent
1205 18	2205 9	** Reissue claims in excess of 20 and over original patent

SUBTOTAL (2) (\$) **366.00**

\*\*or number previously paid, if greater; For Reissues, see above

## FEE CALCULATION (continued)

### 3. ADDITIONAL FEES

Large Entity Small Entity

Fee Code (\$)	Fee Code (\$)	Fee Description	Fee Paid
1051 130	2051 65	Surcharge - late filing fee or oath	
1052 50	2052 25	Surcharge - late provisional filing fee or cover sheet	
1053 130	1053 130	Non-English specification	
1812 2,520	1812 2,520	For filing a request for ex parte reexamination	
1804 920*	1804 920*	Requesting publication of SIR prior to Examiner action	
1805 1,840*	1805 1,840*	Requesting publication of SIR after Examiner action	
1251 110	2251 55	Extension for reply within first month	\$205-
1252 410	2252 205	Extension for reply within second month	
1253 830	2253 405	Extension for reply within third month	
1254 1,450	2254 725	Extension for reply within fourth month	
1255 1,670	2255 985	Extension for reply within fifth month	
1401 320	2401 160	Notice of Appeal	
1402 320	2402 160	Filing a brief in support of an appeal	
1403 280	2403 140	Request for oral hearing	
1451 1,510	1451 1,510	Petition to institute a public use proceeding	
1452 110	2452 55	Petition to revive - unavoidable	
1453 1,300	2453 650	Petition to revive - unintentional	
1501 1,300	2501 650	Utility issue fee (or reissue)	
1502 470	2502 235	Design issue fee	
1503 630	2503 315	Plant issue fee	
1480 130	1480 130	Petitions to the Commissioner	
1807 50	1807 50	Processing fee under 37 CFR 1.17(q)	
1806 180	1806 180	Submission of Information Disclosure Stmt	
8021 40	8021 40	Recording each patent assignment per property (times number of properties)	
1809 750	2809 375	Filing a submission after final rejection (37 CFR 1.129(e))	
1810 750	2810 375	For each additional invention to be examined (37 CFR 1.129(b))	
1801 750	2801 375	Request for Continued Examination (RCE)	
1802 900	1802 900	Request for expedited examination of a design application	

Other fee (specify)

\*Reduced by Basic Filing Fee Paid

SUBTOTAL (3) (\$) **205.00**

## SUBMITTED BY

Name (Print/Type) **Julie E. Daniels** Registration No. (Attorney/Agent) **51,930** Telephone **415-334-2260**  
Signature **Julie E. Daniels** Date **July 21, 2003**

**WARNING:** Information on this form may become public. Credit card information should not be included on this form. Provide credit card information and authorization on PTO-2038.

This collection of information is required by 37 CFR 1.17 and 1.27. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. This collection is estimated to take 12 minutes to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, P.O. Box 1450, Alexandria, VA 22313-1450. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Commissioner for Patents, P.O. Box 1450, Alexandria, VA 22313-1450.

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PTO/SB/21 (03-03)

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## TRANSMITTAL FORM

(to be used for all correspondence after initial filing)

Total Number of Pages in This Submission

53

Application Number

09/766,247

Filing Date

01/19/2001

First Named Inventor

Sandy C. Shaw

Art Unit

2172

Examiner Name

Ly, Anh

Attorney Docket Number

A-69985

### ENCLOSURES (Check all that apply)

<input checked="" type="checkbox"/> Fee Transmittal Form	<input type="checkbox"/> Drawing(s)	<input type="checkbox"/> After Allowance Communication to a Technology Center (TC)
<input checked="" type="checkbox"/> Fee Attached (credit card Form PTO-2038)	<input type="checkbox"/> Licensing-related Papers	<input type="checkbox"/> Appeal Communication to Board of Appeals and Interferences
<input checked="" type="checkbox"/> Amendment/Reply	<input type="checkbox"/> Petition	<input type="checkbox"/> Appeal Communication to TC (Appeal Notice, Brief, Reply Brief)
<input type="checkbox"/> After Final	<input type="checkbox"/> Petition to Convert to a Provisional Application	<input type="checkbox"/> Proprietary Information
<input type="checkbox"/> Affidavits/declaration(s)	<input type="checkbox"/> Power of Attorney, Revocation	<input type="checkbox"/> Status Letter
<input checked="" type="checkbox"/> Extension of Time Request	<input type="checkbox"/> Change of Correspondence Address	<input type="checkbox"/> Other Enclosure(s) (please identify below):
<input type="checkbox"/> Express Abandonment Request	<input type="checkbox"/> Terminal Disclaimer	
<input type="checkbox"/> Information Disclosure Statement	<input type="checkbox"/> Request for Refund	
<input type="checkbox"/> Certified Copy of Priority Document(s)	<input type="checkbox"/> CD, Number of CD(s) _____	
<input type="checkbox"/> Response to Missing Parts/Incomplete Application	Remarks	
<input type="checkbox"/> Response to Missing Parts under 37 CFR 1.52 or 1.53		

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### SIGNATURE OF APPLICANT, ATTORNEY, OR AGENT

Firm or Individual	Julie E. Daniels
Signature	Julie E. Daniels
Date	July 21, 2003

### CERTIFICATE OF TRANSMISSION/MAILING

I hereby certify that this correspondence is being facsimile transmitted to the USPTO or deposited with the United States Postal Service with sufficient postage as first class mail in an envelope addressed to: Commissioner for Patents, Washington, DC 20231 on this date: July 21, 2003			
Typed or printed	Julie E. Daniels		
Signature	Julie E. Daniels	Date	July 21, 2003

This collection of information is required by 37 CFR 1.5. The information is required to obtain or retain a benefit by the public which is to file (and by the USPTO to process) an application. Confidentiality is governed by 35 U.S.C. 122 and 37 CFR 1.14. This collection is estimated to take 12 minutes to complete, including gathering, preparing, and submitting the completed application form to the USPTO. Time will vary depending upon the individual case. Any comments on the amount of time you require to complete this form and/or suggestions for reducing this burden, should be sent to the Chief Information Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, DC 20231. DO NOT SEND FEES OR COMPLETED FORMS TO THIS ADDRESS. SEND TO: Commissioner for Patents, Washington, DC 20231.

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